

CITY BUDGET DEPARTMENT

BUDGET REVIEW

Assist the Department of Budget and Management in the technical review and approval of the City Government's Annual/Supplemental Budget and assist the Sangguniang Panlungsod in the technical review of the Barangay Annual/Supplemental Budget.

Office or Division:	City Budget Department			
Classification:	Simple Transaction			
Type of Transaction:	Government-to-Government (G2G)			
Whomay avail:	Department of Budget and Management			
Availabilityof service:	Monday to Friday, 8:00 am to 5:00 pm			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Amount of Annual and Supplemental Budget			City Budget Office DBM, NCR Manila	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1. Receipt of the approved annual/supplemental budget from the Sangguniang Panlungsod	none	2-3 minutes	Administrative Assistant II
	2. Review and evaluate copy of the approved annual/supplemental budget		2-3 hours	City Government
				Department Head II
	3. Forward copies of the approved budget to the Department of Budget & Management, NCR		1-2 hours	Administrative Aide III

	4. Assist the Department of Budget and Management in the final review and approval of the budget	case to case basis	City Government Department Head II
-END OF TRANSACTION-			